



Mission China HR

美国驻华大使馆人力资源部

Vacancy Announcement

Position # 97-010028

U.S. Mission: Embassy Beijing, China
Announcement Number: Beijing-2019-25
Position Title: Post Language Program Coordinator
Opening Period: September 10 – September 24, 2019
Series/Grade: FP-06
Starting Salary: USD 41,081 - USD 49,108 p.a.

Actual salary determined by Washington D.C.

Member of Household (MOH) paid on Local Compensation Plan (LCP).

For More Info: Human Resources Office
American Embassy Beijing, China
No.55 An Jia Lou, Beijing 100600
Email: BeijingHREFMApplications@state.gov
Website: <https://china.usembassy-china.org.cn>

Who May Apply: U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
U.S. Citizen Member of Household (USMOH) - All Agencies

Security Clearance Required: Non Sensitive / Public Trust

Duration Appointment: Definite Not to Exceed Five Years

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Mission in Beijing, China is seeking eligible and qualified applicants for the position of **Post Language Coordinator**.

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties:

The Post Language Program Manager provides all needed administrative, program and OMS support to the Language Training Manager (LTM), the Post Language Program (PLP), the on-post Language Training Center (LTC) facilities, and full-time, off-post language students. The incumbent supervises 1 FSN-07 administrative assistant. The incumbent also manages and supervises the schedules of language instructors and resolves issues that arise between instructors and students. The incumbent is responsible for proctoring all FSI testing performed at Post.

Qualifications and Evaluations

EDUCATION: Bachelor's Degree in Education, Linguistic, English, Liberal Arts is required.

Requirements:

EXPERIENCE: Three (3) years of work experience in an administrative or management position is required and minimum six (6) months supervisory position in a U.S. or foreign company is also required

Evaluations:

LANGUAGE: FSI equivalent Level IV speaking and reading English and level III Chinese Mandarin speaking and reading required.

SKILLS AND ABILITIES: Must be proficient in using Microsoft. General facility with computer for drafting documents, and record-keeping. Ability to conduct internet research in English and Chinese required. Must be able to use Chinese software. Excellent knowledge of Microsoft Word, to create and maintain databases related to students, teachers, schools, vocabulary lists, cultural activities, restaurants, theaters, etc. required. Excellent knowledge of Microsoft Excel to do language reimbursement spreadsheets and budgetary control spreadsheets required. Familiarity with Sharepoint and Outlook required. Familiarity with PowerPoint and key Chinese software required.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: For EFM's, benefits should be discussed with the Human Resources Office. MOHs may receive a compensation plan that may include health, separation and other benefits. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

OR

- (3) MOH ***

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

*** A MOH can work at the Embassy, under the following conditions:

- MOH status approved by the Front Office;
- Correct visa that allows the MOH to be at Post for the duration of the sponsoring employee (aka 'little W' visa);
- Must be a U.S. Citizen;
- MOH receive no hiring preference;
- MOH is hired on a Personal Service Agreement (PSA) mechanism and paid on the Local Compensation Plan (LCP).

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply:

Required Documents: Please provide the required documentation listed below with your application:

- **Universal Application for Employment (UAE) (Form [DS-174](#))**
- **Passport and Chinese visa copy**
- **College transcript**
- **DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)**
- **SF-50 (if applicable)**

WHERE TO APPLY:

SUBMIT APPLICATION TO

Human Resources Office

American Embassy Beijing, China

No.55 An Jia Lou, Beijing 100600

Email: BeijingHREFMApplications@state.gov

(Please specify the position title in the subject line.)

What to Expect Next: Applicants selected for an interview will be contacted via email. For further information please contact the Human Resources office. Thank you for your application and your interest in working at the U.S. Mission in Beijing, China.